

Proctor---Personal Needs Allowance

Contract Language: According to the DHS/DCFS Contract, Part II. E. 1. Client Personal Needs Allowance:

- a. The daily rate includes an allowance for the Client's personal needs, as specified on the DHS Proctor and Transition to Adult Living Rate Table. Personal needs includes clothing and items such as personal hygiene supplies, cosmetics, hair care, allowance, and leisure expenses such as reading materials, admission fees, or hobbies.*
- b. The Contractor shall expend the minimum amount listed in the DHS Proctor and Transition to Adult Living Rate Table for clothing for the Client per month from the personal needs allowance portion of the daily rate. The amount required for clothing shall be prorated when the Client is in placement only a portion of the month. Funds may be carried over no more than three months into a subsequent month for purchase of higher priced items. The Contractor shall maintain receipts for clothing purchases.*
- c. The Contractor shall maintain records documenting disbursements and expenditures for each Client.*
- d. The Contractor shall have Client sign the monthly ledger, all receipts and that they have received the personal needs funds for the intended purpose. The Contractor shall have the Case Manager sign on the Client's behalf if the Client is not of sufficient age or able to sign.*
- e. The Contractor shall ensure the person that tracks and oversees how the personal needs funds are expended on behalf of each Client is not the same person that reconciles the Client accounts.*
- f. The personal needs allowance may not be used to reimburse the Contractor for damage caused by the Client.*
- g. Within 30 days of the Client's discharge from the Contractor's program, the Contractor shall reconcile the Client's personal needs account. The Contractor shall reimburse the Division by check for remaining personal needs funds for each Client. For DHS/DJJS, a separate check shall be in each Client's name and amount of reimbursement and shall be submitted with the Contractor's monthly billings. For DHS/DCFS, a separate check shall be made payable to DHS/DCFS and specify the Client's name and amount of reimbursement and shall be submitted with the Contractor's monthly billings. The Contractor shall document any amount reimbursed to the Division in the Client's record of expenditures. The contractor shall submit a copy of the reconciled client personal needs account ledger with each reimbursement check. Reimbursement checks and reconciled account documents shall be sent to the Support Service Coordinator for DHS/DJJS and Contract Monitor for DHS/DCFS.*

When the Client moves from an out-of-home placement and is not being placed in another DHS-contracted program or other paid out-of-home placement:

- (1) Remaining personal needs funds under \$20 may be given directly to the Client and will be documented and signed by the Client. The Contractor shall submit a copy of the reconciled client personal needs account ledger after funds are distributed.*
- (2) Reconciled account documents shall be sent to the Support Service Coordinator for DHS/DJJS and Contract Monitor for DHS/DCFS.*